

SIEC Communications Unit Workgroup

Arizona Regional COML Recommendations

The SIEC Communications Unit Workgroup is providing COML-related recommendations for discussion by the SIEC in the following five areas:

- Arizona Regional COML Recognition
- Change in Agency Affiliation
- Renewal of the Arizona Regional COML designation
- Continuing Education
- Submission, Maintenance and Referencing of Arizona Regional COML records

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Arizona Regional COML Recognition

Individuals seeking recognition as an Arizona Regional COML will:

1. Meet federally required Course Prerequisites for Communications Unit Leader Training
2. Complete the DHS approved National Incident Management System (NIMS)-compliant Communications Unit Leader (COML) Training Course
3. Complete and be signed off on the comprehensive position-specific All-Hazards COML Taskbook
4. Submit evidence that they have met the prerequisites and completed the training and taskbook to the Statewide Interoperability Executive Committee (SIEC) via the PSIC Office in the Government Information Technology Agency (GITA)
5. Satisfactorily complete the SIEC's review and recognition process

Course Prerequisites

The following are required COML Course Prerequisites:

1. A public safety communications background with exposure to field operations; this experience should be validated by the authority who supervises the applicant.
2. Fundamental public safety communications technology, supervisory, and personnel management skills. These skills include, but are not limited to:
 - a. Knowledge of local communications and communications system
 - b. Knowledge of frequencies and spectrum
 - c. Knowledge of technologies
 - d. Knowledge of local topography
 - e. Knowledge of system site locations
 - f. Knowledge of local, regional, and state communications plans
 - g. Knowledge of local and regional Tactical Interoperable Communications Plans, if available
 - h. Knowledge of communications and resource contacts
3. Completion of the following training courses:
 - a. IS-700. IS-700 explains the purpose, principles, key components, and benefits of the National Incident Management System (NIMS). The course also contains Planning Activity screens, allowing participants to complete planning tasks during this course.
 - b. IS-800b. IS-800b introduces participants to concepts and principles of the National Response Framework.
 - c. ICS-100. ICS-100 introduces the Incident Command System (ICS); provides the foundation for more advanced ICS training; describes ICS's history, features, principles, and organizational structure; and explains the relationship between ICS and NIMS.

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- d. ICS-200. ICS-200 provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.
- e. ICS-300. ICS-300 provides training on, and resources for, personnel who are required to implement advanced application of the ICS.

Training

Arizona Regional COMLs must complete the federally recommended training course. The U.S. Department of Homeland Security (DHS) Office of Emergency Communications (OEC) utilizes a curriculum offering National Incident Management System (NIMS)-compliant COML instruction. The COML course is based on a three-day, 24-hour curriculum. Two trained instructors lead each class and OEC provides a Certificate of Completion to each student and to the student's State Administrative Agency (SAA). Arizona's SAA, the Arizona Department of Homeland Security, forwards Arizona Certificates of Completion on to the PSIC Office in the Government Information Technology Agency.

All Hazards COML Taskbook

The All Hazards COML Taskbook requires an Arizona Regional COML candidate to demonstrate satisfactory performance of each of its 26 tasks. Taskbook experience may include experience within the three years prior to the candidate's completion of COML Training.

COML Candidates have three years following completion of COML Training to complete the Taskbook. Each task must be witnessed by a qualified evaluator. Approval authorities for COML Taskbook requirements include:

- Incident Commanders
- NIMS-trained COMLs
- Supervisory personnel or other individuals with relevant experience who are qualified to evaluate the requirement being approved.

COML candidates are qualified by their respective agencies, and the Taskbook also requires the candidate's agency to provide:

- A Final Evaluator's Verification stating that all tasks in the taskbook have been performed and are appropriately documented, that the candidate has performed as a trainee and should therefore be considered for agency certification.
- An Agency Certification stating that the candidate has met all requirements for qualification as a COML and that the qualification has been issued.

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SIEC Review and Recognition Process

Review

If an agency-certified COML further wishes to be recognized as an Arizona Regional COML, the following materials must be submitted to the SIEC via the Public Safety Interoperable Communications (PSIC) Office:

- Confirmation that all prerequisites have been met
- A Copy of the Certificate from the DHS approved National Incident Management System (NIMS)-compliant Communications Unit Leader (COML) Training Course
- A Copy of the Completed Taskbook that includes the candidate's Final Evaluator and Agency Certifications
- Contact and affiliation information needed to add the candidate as a COML to the Arizona ICS COML Resource List.

The SIEC's standing COML Workgroup will review the candidate's submitted materials. The purpose of the review is to confirm that the candidate has met all prerequisites, completed training, completed a taskbook as specified above and meets established Arizona Regional COML and national COML standards.

The COML Workgroup may make additional inquiries of the candidate's agency if it needs to ascertain elements of work reflected in the taskbook in order to complete its review. The COML Workgroup may also provide the candidate's agency with any observations the Workgroup feels are relevant to the candidate's ability to meet state or nationally established COML standards and to be recognized. The Workgroup may postpone completion of its review if it needs additional information or is working with the candidate's agency to ensure that Arizona Regional COML and national COML standards are met.

Recognition

When a candidate's review is satisfactorily completed, the COML Workgroup will request the PSIC Office to:

- Advise the candidate's agency that the candidate is recognized as an Arizona Regional COML
- Issue the candidate a document confirming the Arizona Regional COML designation
- Add the individual to the Arizona ICS COML Resource List

The Arizona Regional COML designation remains current for three years after the date the COML Workgroup Review is satisfactorily completed, or until the COML is no longer affiliated with the Agency providing Agency Certification.

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Change in Agency Affiliation

The Arizona Regional COML's status is dependent upon the continued affiliation of the COML with the agency providing Agency Certification. If a COML moves to a different agency, the COML must submit a request for a Change of Affiliation to the SIEC and provide an Agency Certification from the new Agency. The COML Workgroup will review the new Agency Certification to confirm its suitability and, if satisfied, advise the PSIC Office to update the affiliation information and issue an updated Arizona Regional COML designation document. The COML's required renewal date for the Arizona Regional COML designation will remain the same.

Renewal of the Arizona Regional COML designation

Within the ninety days prior to the Arizona Regional COMLs renewal date, Arizona Regional COMLs seeking renewal of their designation must:

- Request renewal
- Demonstrate formal, recognized communications experience during the previous three years.
- Provide an Agency Certification affirming that they have adhered to professional and competency standards, and continue to be qualified by their agency.

The COML Workgroup will review the Renewal Request to confirm its suitability, and, if satisfied, request the PSIC Office to:

- Advise the COML's agency that the Arizona Regional COML designation has been extended for three years
- Issue the COML a new document confirming the designation and the updated renewal date
- Extend the Arizona Regional COML's renewal date on the ICS COML Resource List

Continuing Education

Regular participation in continuing education on public safety communications is strongly recommended for all Arizona Regional COMLs. Agencies are encouraged to develop appropriate educational opportunities and invite other Arizona Regional COMLs to participate.

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Submission, Maintenance and Referencing of Arizona Regional COML records

Centralized record keeping for Arizona Regional COMLs will be provided by the PSIC Office, which will maintain the Arizona ICS COML Resource List.

Forms and instructions to submit Arizona Regional COML applications for recognition by the SIEC and inclusion in the Arizona ICS COML Resource List will be provided on the PSIC website www.azgita.gov/psic. Change of Affiliation and Renewal Request forms and instructions will also be provided there.

Because the status of COMLs continually changes, it is recommended that Regions generating and updating Tactical Interoperable Communications Plans (TICPs) and/or data in the Communication Assets Survey and Mapping Tool (CASM) refer to the Arizona ICS COML Resource List as the appropriate source of information for current COML resources.